# SURF NIST Boulder

## Application Checklist     Deadline: February 15, 2007

Complete this checklist before sending the SURF Application. (Please refer to the Federal Register announcement for details. This checklist should be submitted along with the application.)

### TO BE PROVIDED BY INSTITUTION:

☐ SF 424 (Rev 7/97) - Application for Federal Assistance

☐ SF 424A (Rev 7/97) - Budget Information

☐ SF 424B (Rev 7/97) - Assurances

☐ CD 511 (7/91) - Certification Regarding Debarment….

☐ Institution cover letter with a very brief department description (possibly including a URL for each student's department) and including the names of the students being nominated. **Inclusion of a narrative on each student is encouraged.**

☐ Information below for *each* student. (Note: The information below to be provided by *each* student should NOT be sent separately.)

### TO BE PROVIDED *BY EACH* STUDENT (include in Institution package):

☐ Student Application Form

☐ Copy of transcript (official transcript to be provided by institution)

☐ Personal statement (including statement of research interests)

☐ Resume

☐ Two letters of recommendation

☐ Verification of citizenship or legal permanent residence; e.g., copy of permanent resident card, birth certificate, passport, etc.

☐ Verification that student will arrive at NIST with health coverage; e.g., copy of health insurance card

**Mail Applications to:**
**Eyvon Petty**
**NIST - 847.00, 325 Broadway**
**Radio (1), Room 4036A (*important if sent via FedEx, UPS, etc.*)**
**Boulder, CO 80305**
**Phone: 303-497-3295**
**email: pettye@email.nist.gov**